

USE OF STATE CONTRACTS

Contracts generated by the Utah State Division of Purchasing are available for use by all state agencies as well as local governments and school divisions. These contracts can be accessed at www.purchasing.utah.gov. Before purchasing goods or services from a state contract, the entire contract should be read. Even if the particular contract has been used before, the contract on the website should be accessed to ensure that: 1) the contract has not expired; 2) the item/service being purchased is listed or referred to on the contract; and 3) the purchaser is in compliance with contracting for the rate of pay or other details noted on the contract. It is the responsibility of management to ensure this procedure is followed. By signing the "Accounts Payable Authorization" form management is acknowledging this responsibility. The individual preparing the document for payment should include the state contract number in either the "description" field or the "notes" field.

All state contract numbers have prefixes designating what type of contracts they are. They are as follows:

PD - Competitively bid and awarded to a single supplier. The commodities on these contracts must be purchased from a state contract.

MA - Multiple Award contracts are competitively bid by State Purchasing but awarded to more than one vendor. The agency must select one of the vendors after a best value analysis. Commodities must be purchased from one of the state contract vendors. Examples of MA contracts are for copiers, fax machines, systems furniture, chairs, etc.

MC - Multiple Choice contracts are competitively bid by State Purchasing but awarded to more than one vendor. The agency must select one of the vendors after a best value analysis. On an MC contract a single contract number will include a list of vendors to review. Care should be taken to read the entire contract for special conditions which might include bidding requirements and/or a maximum dollar amount that can be paid. In some cases a "Statement of Work" agreement will need to be prepared and documentation to include date of service, hourly rate, expiration date of the contract and other pertinent information.

AR - Authorization Required from State Purchasing or other state department prior to purchase. Examples of this are motor pool vehicles and telecommunications equipment.

PA - Price Agreement - These contracts are the result of negotiations with a sole source contractor. Use of PA contracts is not mandatory. An example of a product purchased on a PA contract is Microsoft.

The contract information must be documented for grant purchases as well as other purchases. **Grant payments are not exempt from following all purchasing rules and policies.**